



PERSONAL EFFECTS

0503





Overview



Definition
Timeframes



Categories
Inventory Board
Inventory procedures
Forms and materials





Overview cont'd



Packaging/marketing/storage
Disposition of personal
effects



Uniform recovery
Unit deployments



File maintenance and
retention





Command Responsibility



Responsible for safekeeping



Delegated to lowest level



Turning over personal property
to any source other than supply
is not authorized nor
sanctioned.



Definition



Personal Effects can be defined as articles of:



- ★ Individual uniform clothing
- ★ Civilian clothing
- ★ Government property
- ★ Other personal items





Timeframes

Important: based on 24 hour clock



48 Hours



72 Hours



96
Hours



Categories



1. Deceased
2. Missing
3. Hospitalized (10 days or less)
4. Unauthorized Absence
5. Incarcerated (Military or Civilian)
6. Any other where separation occurs



**Ref: MCO P4050.38_, Chap
2 - 6**



QUIZ



Which is not a personal effects class?



A. Deceased

B. PCS

C. Missing

D. U/A



Answer: B. PCS



Inventory Board



**1. Who inventories
what?**



**2.
Exceptions?**





Government Property



1. Inspect for government property (org. and CIF clothing & equipment)



2. Inventory on NAVMC 10154/Box and label "Individual Equipment"



3. After 30 days, turn in to Supply/CIF, note on inv. Form and IMR card to reflect turn-in.



10 minute break





Inventory Procedures



NAVMC form 10154
(formal inventory record)



Let's take a look at one



PERSONAL EFFECTS INVENTORY (4050)NAVMC 10154 (REV. 1-91) (EF) (3-83 edition will be used)
SN: 0109-LF-063-2000Do not use this form to inventory organizational
clothing and/or government property

ORIGINATING ORGANIZATION

DATE

NAME		SSN		GRADE	ORGANIZATION
COMPONENT	STATUS	NAME OF NEXT OF KIN			RELATIONSHIP
HOME ADDRESS OF MARINE					

Below and on the reverse is a list of military and civilian articles found in the baggage of the person which was inventoried this date

S-Serviceable		U-Unserviceable		MILITARY ARTICLES			
QUANTITY		ARTICLES		QUANTITY		ARTICLES	
S	U			S	U	S	U
		BADGES, MARKSMANSHIP				HANDBAG	
		BAG, DUFFEL				HOODRAIN	
		BELT, COAT, GREEN, ALL SEASON				INSIGNIA, BOS, BLACK (ALL TYPE)	
		BELT, COAT, GREEN, POLY/WOOL				INSIGNIA, BOS, GOLD (ALL TYPE)	
		BELT, COAT, GREEN, WOOL SERGE				INSIGNIA, GRADE, ENLISTED, PR	
		BELT, COAT, WHITE				MEDALS	
		BOOT, COMBAT, LEATHER				NECKTABS, COLLAR, GREEN	
		BOOT, TROPICAL, HOT WEATHER				NECKTABS, COLLAR, BLACK	
		BUCKLE, BELT				NECKTIE, BLUE	
		BUCKLE, COAT				NECKTIE, KHAKI	
		BUTTON, INSIGNIA, GOLD				REBONS, SERVICE	
		CAP, GARR, GREEN, ALL SEASON				SHIRT, LONG SLEEVE	
		CAP, GARR, GREEN, POLY/WOOL				SHIRT, SHORT SLEEVE	
		CAP, GARR, GREEN, WOOL SERGE				SHIRTWAIST, WHITE	
		CAP, COMBAT, UTILITY				SHOE, DRESS, BLACK, PR	
		CAP, SERVICE, GREEN				SHOE, DRESS OXFORD, BLACK, PR	
		CAP, DRESS, WHITE				SHOE, DRESS, PUMP, BLACK, PR	
		CARD, ID (DD FORM 2)				SKIRT, BLUE	
		CLASP, NECKTIE				SKIRT, GREEN, ALL SEASON	
		COAT, ALL-WEATHER, GRAY				SKIRT, GREEN, POLY	
		COAT, BLUE, DRESS				SKIRT, GREEN, WOOL	
		COAT, CAMOUFLAGE				SLACKS, GREEN, AS	
		COAT, GREEN, ALL SEASON				SLACKS, GREEN, POLY	
		COAT, GREEN, POLY/WOOL				SLACKS, GREEN, WOOL	
		COAT, GREEN, WOOL SERGE				SOCKS, BLACK, PR	
		CROWN, SERVICE CAP				SOCKS, CUSHION SOLE, CR OR BLK	
		DRAWERS, WHITE, PR				STOCKINGS, NYLON, PR	
		FRAME, SERVICE CAP				SWEATERS, SERVICE	
		GLOVES, CLOTH, BLACK, PR				TAG, ID	
		GLOVES, CLOTH, BLACK, PR				TROUSERS, BLUE, PR	
		GLOVES, LEATHER, PR				TROU, COMBAT, CAMOUFLAGE	
OPTIONAL ARTICLES*							
QUANTITY		ARTICLES		QUANTITY		ARTICLES	
S	U			S	U	S	U
		SWEATER, SERVICE, GREEN					
		SWEATER, SERVICE, GREEN					
		SWEATER, SERVICE, GREEN					
		SWEATER, SERVICE, GREEN					

*Optional articles of uniform clothing will be treated as civilian clothing for inventory purposes.



Inventory Procedures

IMPORTANT NOTE:

Extreme care must be taken when describing articles of intrinsic value:

Jewelry, keepsakes, precious stones





Inventory Procedures cont'd



Separate into 3 groups:

1. Military articles,
serviceable



(Cammies, Alphas)
2. Military articles,
unserviceable



(Socks, t-shirts, covers)
3. Civilian
articles

Note: CIF equipment



Separate into Categories



1. Currency in excess of
\$3.00

2. Government checks



3. Personal checks/savings bonds



4. Hazardous/flammable/
perishable/deteriorating items

5. Articles to be laundry/dry-
cleaning

Ref: MCO P 4050.38_ Chap 9 pg 9-6



Categories cont'd



6. Items of substantial value:
TV's, VCR's, DVD's, POV's



7. Storage of POV's



8. Sexually explicit
material

Ref: MCO P 4050.38_ Chap 9 pg 9-6



Money Distribution Categories



* **Cash monies/gov't checks:**

Taken to disbursing to credit account



* **Personal checks/savings bonds:**

retain with inventory and note serial #'s



Ref: MCO P 4050.38_ Chap 9 pg 9-6



Hazardous Materials & Clothing

Perishable/deteriorating/hazardous it

Remove, dispose of and annotate on form

Bloodstained/soiled clothing: Launder
clean (dispose if item cannot be cleaned)

Ref: MCO P 4050.38_ Chap 9 pg
9-6



Obscene Material



* Obscene/objectionable material:
Will not



be removed from member's effects.
Unless
directed by the CO to be removed.



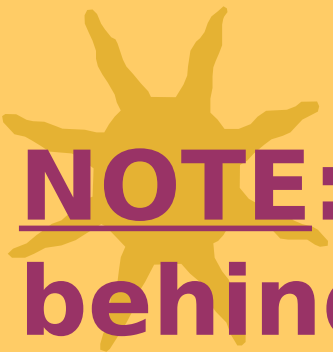
FSMAO Clarification of Sup & Maint.
Ltr dtd 3 Apr 2000 addresses this ma



Categories



- * Promotion warrants, certificates, medals, badges etc... are personal property and will be stored with civilian articles



NOTE: If no personal or gov't property behind, or whereabouts are unknown, will be placed in member's SRB/OQR.



Ref: MCO P4050.38_, pg 9-13 provides a sample letter



10 minute break





NAVMC 10154

Distribution



Senior inventory board member will sign all copies.



1. Original- Place in SRB/OQR (along with

2. receipts or checkage

Copies (requests)

a) Each container



b) Commander directing inventory

c) P/E Custodian for case file



Personal Effects Custodian



This assigned individual must be familiar with MCO P4050.38_ and the duties involved with the care and safekeeping of personal effects.



Personal Effects Custodian Duties



1. Verify NAVMC 10154 are correctly filled out



2. Ensure all containers are marked correctly with the following:



Members: name, rank, SSN, status, date & time of status and expected date of return



Personal Effects Custodian Duties cont'd



3. Prepare NAVMC 10241 for distribution

as follows:

Top Section: Placed on front

Middle Section: Placed inside

Bottom Section: Given to the individual or placed in SRB/OQR



Let's take a look at one

UNITED STATES MARINE CORPS BAGGAGE IDENTIFICATION CHECK

NAME (First, Middle Initial, Last)

GRADE

SSN

PRESENT STATION

DESTINATION

(TO BE ATTACHED TO ARTICLE)

No. 458454

NAME (First, Middle Initial, Last)

GRADE

SSN

ORGANIZATION

PRESENT STATION

DESTINATION

HOME ADDRESS

(TO BE PLACED INSIDE OF BAGGAGE)

No. 458454

BAGGAGE CLAIM CHECK

NAME (First, Middle Initial, Last)

GRADE

SSN

(TO BE RETAINED BY OWNER OF BAGGAGE)

No. 458454

NAVMC 10241

TOP SECTION:

TO BE PLACED ON THE
FRONT OF THE CONTAINER.

MIDDLE SECTION:

PLACED INSIDE OF
PERSONAL EFFECTS
CONTAINER

BOTTOM SECTION:

PLACED IN SRB/OQR OF
INDIVIDUAL.



Personal Effects Custodian Duties cont'd



4. Enter information in
logbook



5. Establish case file





QUIZ



Who is authorized to sign the original and all copies of NAVMC 10154?



- A. Personal Effects custodian
- B. Supply chief
- C. Senior board member



C. Senior board member



Questions?

10 minute break





Storage

e

Area designated must be able to be locked and limited access allowed.

1. Boxes and material

provided by supply
a) Luggage and
seabags are
adequate if it
can be secured







Uniform *Clothing*



1. Collect for “other than honorable” conditions



2. Annotate NAVMC 631/631a with recovery



3. Indebtedness-Recovered SNM’s first pay



Uniform Clothing cont'd



4. Transfer to PEBC

a) Trans to cash sales if no
PEBC



5. Granted appellate leave-items
collected
prior to SNM's departure.







Unit

Deployments

Note: Authorized for deploying units (Elements of) for periods longer than 90 days.



1. Bachelors/geo-bachelors/single parents are eligible.



2. E7 and above must forfeit BAH to commercial storage.



Unit Deployments cont'd



3. SupO will get CO's signature on LOA
(LOA will contain the following:)



a) Deploying members
name

b) Deployment order number



c) Est. return date

d) Sign. of authorizing official



Unit Deployments cont'd



4. CO ensures self-inventories are conducted prior to deployment



5. Access to deployed member's effects



requires CO's written permission



Unit Deployments cont'd



6. CO-seek assistance from MSC if the deployment is < 90 and commercial storage is required.



7. PMO/TMO normally stores POV's



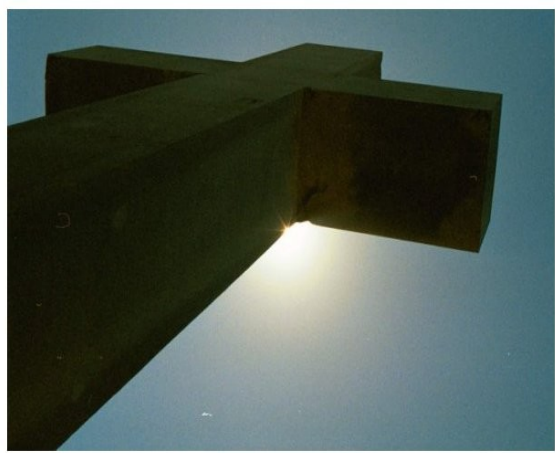
8. Immediate coordination is made upon return





Disposition

**Determination based
on the reason for
collecting the
personal effects**







Retention of Case Files



1. Effects returned to member: 2 yrs



2. Effects sold/disposed/unclaimed: 5 yrs



3. Long term prisoners: length of sentence + 5 yrs

REFERENCE: MCO P4050.38_, pg 1-5



Questions?



Summary



1. Circumstances warranting inventory

2.

Timeframes



3. Cases where inventory not required

4. Inventory boards



5. Inventory
procedures



Summary cont'd



6. Inventory

forms



7. Packaging, marking & stg of
effects

8. Disposal



9. Uniform

recovery

10. Unit

deployments

11. Retention

standards

10 minute break





Practical Application